



Financial Assistance Award

DENALI COMMISSION
510 "L" Street, Suite 410
Anchorage, Alaska 99501
(907) 271-1414

Project Number
0009-DC-1999-T2

Accounting Code
95X1200 95870000 95-67

Recipient Name
Tanana Chiefs Conference Inc.

Recipient Address
122 First Ave Suite 200
Fairbanks, AK 99709

Denali Commission Share of Cost
\$175,064

**Department of Community and Economic
Development Share of Cost**
\$53,000

Total Estimated Cost
\$228,064

Award Performance Period
From May 1, 2000 to April 30, 2004

Authority
112 Stat 1854

Project Title
Rural Utility Business Advisor (RUBA) Pilot Project

This Financial Assistance Award approved by the Federal Co-Chair of the Denali Commission is issued in triplicate and constitutes an obligation of federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions indicated below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Federal Co-Chair of the Denali Commission and the Recipient shall retain the third document. If not signed and returned without modification by the Recipient within 30 days of receipt, the Federal Co-Chair may unilaterally terminate this Award.

- ☐ EDA Standard Terms and Conditions Public Works and Implementations Construction Components, dated 3/99
- ☒ Special Award Conditions and Attachments (Proposal for Improved Technical Assistance in Utility Management and Finance to Rural Water and Sewer Utilities – Tanana Chiefs Conference – February 23, 2000 and the Grant Agreement between Tanana Chiefs Conference and Department of Commerce and Economic Development.)
- ☐ 15 CFR 24, Uniform Admin Requirements for Grants/Cooperative Agreements to State and Local Governments (www.access.gpo.gov/nara/cfr/waisidx_99/15cfr24_99.html)
- ☐ OMB Circular A-87, Cost Principles for State and Local Governments and Indian Tribal Governments (www.whitehouse.gov/OMB/circulars/a087/a087-all.html)
- ☐ OMB Circular A-133, Audits of States, Local Governments and Indian Tribal Governments (www.whitehouse.gov/OMB/circulars/a133/a133.html)
- ☒ 15 CFR, Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations (www.access.gpo.gov/nara/cfr/waisidx_99/15cfr14_99.html)
- ☒ OMB Circular A-122, Cost Principles for Nonprofit Organizations (www.whitehouse.gov/OMB/circulars/a122/a122.html)
- ☐ OMB Circular A-21, Cost Principles for Educational Institutions (www.whitehouse.gov/OMB/circulars/a021/a021.html)
- ☐ EDA Standard Terms and Conditions Capacity Building Programs
- ☐ Department of Commerce Financial Assistance Standard Terms and Conditions, dated 10/98

Signature of Authorized Official – Denali Commission

Typed Name and Title

Jeffrey Staser, Federal Co-Chair

Date

5/7/00

**Signature of Authorized Official – Tanana Chiefs Conference
Inc.**

Typed Name and Title

Steve Ginnis, President

Date

5-12-00

Award Conditions to the Financial Assistance Award
Project No. 0009-DC-1999-T2 –Rural Utility Business Advisor (RUBA) Pilot Project
Tanana Chiefs Conference

1. The scope of work for this project is described in greater detail in the attached Scope of Work. Total Denali Commission (Commission) funding for Tanana Chiefs Conference (TCC) for this pilot project is provided through this Financial Assistance Award in the amount of \$175,064; total funding (including \$53,000 from Department of Community and Economic Development (DCED)) is \$228,064. Commission funding is intended for use for the scope of work specified above. In the event there is a balance of funding after the scope of work is completed, then the Commission will determine how the excess funds will be allocated.
2. The Project Officer for the TCC is Mr. Pete Wallis and for the Denali Commission Mr. Krag Johnsen.
3. The TCC shall submit written progress reports to the Commission Project Officer and DCED quarterly (January/March, April/June, etc.). The reports are due within 30 calendar days of the end of the quarter. Interim reports are required in the event of significant project events that may extend the project schedule and/or impact the project budget. Quarterly progress reports shall include a narrative summary of the project status and accomplishments to date, and address the following questions: is the project on schedule, is the project on budget, and what actions are planned to address any project problems. These progress reports shall be sent to:

Krag Johnsen
Denali Commission
510 "L" Street, Suite 410
Anchorage, AK 99501.

The Commission reserves the right, at a future date, to direct the TCC to provide the progress reports in electronic format for posting on the Commission web page.

4. Two forms of project financial reports are required.
 - A. Project financial status reports shall be submitted to the Commission Project Officer quarterly (included as part of the quarterly progress reports). Included in the quarterly financial status reports shall be a project performance analysis on budgeted project line items, as defined by TCC, showing budget costs compared to actual expenditures and obligations to date versus work performed to date (for each line item).

- B. A final Financial Status Report (Standard Form 269 – www.whitehouse.gov/OMB/grants/index.html#forms) shall be submitted to the Commission Project Officer within 90 days after the end of the Award Performance Period. If the Period is longer than one year, or if the Agreement is revised to extend the Award Performance Period beyond one year, the TCC must annually submit a completed Standard Form 269 within 90 days after the end of each anniversary of the award date.
5. To receive payment, the TCC must submit a "Request for Advance or Reimbursement", (Standard Form-270 – www.whitehouse.gov/OMB/grants/index.html#forms) to the Commission Project Officer. It is expected that the TCC will forecast by letter or spreadsheet format, Commission funds or working capital advances needed on a quarterly (or as needed) basis for each project. This does not preclude more frequent Commission payments, than quarterly, given specific needs. The Commission Project Officer may review all payments to determine if payments made are justified and supported by appropriate records, invoices and other documentation. The Commission reserves the right to prohibit further payments to the TCC, at any time, if discrepancies involving Commission funds arise, until such time that the discrepancies are resolved to the satisfaction of the Commission. It is anticipated that DCED will jointly review pay requests to confirm status of work done to date versus requested funding. However, final approval of Commission pay requests rests with the Commission Project Officer.
6. To the maximum extent feasible, considering applicable laws, the TCC shall accomplish the work of this Agreement utilizing local labor and small, minority owned and disadvantaged businesses.
7. No portion of this award may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.

SCOPE OF WORK

Rural Utility Business Advisor Pilot Project

Project No. 009-DC 1999-T2

Performed by the Tanana Chiefs Conference

In cooperation with
Department of Community and Economic Development
Division of Municipal and Regional Assistance

In 1990 the Department of Community and Economic Development initiated a technical assistance effort for small communities known as the Rural Utilities Business Advisor (RUBA) Program. The program's goal was to provide technical assistance and training to local governments on management, finance and organization of sanitation utility systems. This program today continues to offer training, advice and on-site technical assistance to small utility system owners and operators. The primary clients are cities and tribal governments in rural Alaska. The reaction from local governments, regional health corporations and the construction agencies has been very favorable. The funding for rural sanitation projects continues to grow and the need to improve rural financial and managerial capacity grows with it.

The Denali Commission in cooperation with the Alaska Department of Community and Economic Development (DCED) desires to expand the availability of the program through this pilot project. This project will provide a new approach toward funding for RUBA services. By providing financial assistance directly to a Native Health Corporation for the hiring and oversight of an individual providing RUBA services the Commission is hopeful that this project will demonstrate an additional mechanism for funding of RUBA services.

The Denali Commission recently selected Tanana Chiefs Conference to provide, using Denali Commission resources, Rural Utility Business Advisor (RUBA) services for the interior region of the State. DCED intends to augment these resources sufficiently to ensure services will be provided for the intended period of performance.

The Denali Commission in cooperation with the Department of Community and Economic Development in partnership with the Tanana Chiefs Conference plans to help answer the call for additional RUBA resources to small communities in the Interior region of Alaska. The Department will use its experience with RUBA type issues and best methods to help the TCC oversee and train a RUBA employee. The Denali Commission and the Department of Community and Economic Development (DCED) will provide funding to the Tanana Chiefs Conference (TCC) Corporation to retain the services of an individual who can, with DCED assistance, provide management advice to communities in the region. This assistance will be provided consistent with the methods and techniques DCED has developed over the past 9 years.

The Tanana Chiefs Conference (TCC) Corporation will be expected to, with assistance from the Department of Community and Economic Development, provide utility management training and technical assistance to communities in the TCC region. TCC will select a qualified applicant(s), retain the services of the selected individual(s), support the position and oversee/supervise the position in cooperation with the Department of Community and Economic Development.

DCED will provide an experienced RUBA staff person to help the TCC select the candidate, provide initial training, prioritize the work assignments, accompany the selected individual in the

field and oversee his/her work. DCED will provide office space and all necessary office equipment for the individual. The DCED and the Denali Commission will provide funding directly to the TCC to accomplish this goal.

The TCC shall provide quarterly progress reports to the Department of Community and Economic Development and the Denali Commission on the activities and problems with the service arrangement. Quarterly reports will include number of communities served, services provided, and updated progress on established performance measures that will show the benefit of RUBA services to each community served. Quarterly reports will also be accompanied with an invoice for work completed.

The Period of Performance for the DCED portion of financial assistance will be from April 30, 2000 to December 31, 2000. It is understood through separate agreement between DCED and TCC that during this time period, TCC will be responsible for wages, fringe benefits, supplies, travel, per diem and general overhead. Reimbursement to TCC from DCED will amount to \$53,000 according to the budget below.

Consequently, the Period of Performance for the Denali Commission portion of financial assistance will be from Jan 1, 2001 to April 30, 2004. During this period, TCC will be responsible for wages, fringe benefits, supplies, travel, per diem, and general overhead. Reimbursement to TCC from the Denali Commission will not exceed \$175,064 according to the budget below.

*Rural Utility Business Advisor Pilot Project
Tanana Chiefs Conference Budget*

ACCT. #	DESCRIPTION	BUDGET
	Project Manager	15,300
	Rural Utility Business Advisor	109,200
SUBTOTAL	REGULAR WAGES	124,500
	Project Manager	6,120
	Rural Utility Business Advisor	43,680
SUBTOTAL	FRINGE BENEFITS	49,800
	Travel	12,720
	Per Diem	8,008
	Relocate/Recruitment	400
	Vehicle expenses	
SUBTOTAL	TRAVEL EXPENSES	21,128
	off-site indirect (16.7%)	32,636
SUBTOTAL	INDIRECT COSTS	32,636
TOTAL*		228,064